



COURSE RETURNS CHECKLIST

Instructors: Complete and initial each item
Include this completed checklist when returning class materials

		Instructor's Initials
COURSE MATERIALS		
1	Copy of the <u>REQUEST FOR COURSE SCHEDULING</u> form	
2	Completed Spreadsheet <u>ROSTER</u> ▪ List all students and their course completion results ▪ Document any student that did not successfully complete the course	
3	Completed <u>COURSE EVALUATIONS</u>	NOW PAPERLESS!
4	How many Assistant Instructor/Skills Evaluators participated in this class? (please list names in the box below)	
DO NOT SUBMIT PAYMENT WITH YOUR RETURNED MATERIALS		
Please explain any irregularities or deviations (i.e. date change, instructor change, location change, etc.)		
Classes must be returned within fifteen (15) days after course completion. Upload all required materials via your Acadis portal account at: https://osfm-sft.acadisonline.com		
I, hereby certify that I am the Primary Instructor of record for this course. I hereby certify that this course was conducted in compliance with California Code of Regulations, Title 19 Public Safety Code, Division 1 State Fire Marshal, Chapter 13 California Fire Service Training and Education Program. This course was delivered in accordance with the CIRM/Course plans and conducted in an ethical manner. I understand that misstatements, omissions of material facts, or falsification of information may be cause for course and or instructor revocation.		
Instructor Name _____		Date _____